

City of Lowell
Job Description
Please Post: October 25, 2016
Deadline: November 8, 2016
Department of Planning and Development
Development Services
Assistant Planner

Job Title: Assistant Planner (2700-36, 2343)
Department: DPD – Development Services
Reports To: Associate Planner
Salary: \$39,308.36 (min) to \$42,270.28 (max) annually.
Union: AFSCME 2532

SUMMARY

The Assistant Planner is responsible for assisting with the process of development project review for all projects which require hearings before the Planning Board, Zoning Board of Appeals, Conservation Commission, and other land-use regulatory boards. The Assistant Planner will provide professional advice and administrative support to the City's land-use regulatory boards and will be prepared to review and discuss project proposals with proponents, abutters, other municipal officials, and members of the public. Assists with the integration of development review with planning and other DPD and City policies and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists the Associate Planner in providing professional and administrative staff support to the land-use regulatory boards that are administered by the DPD.

Assists in coordinating intra- and interdepartmental review of projects submitted to the land-use regulatory boards administered by the DPD.

Communicates information about projects under review with proponents, other public officials, abutters, and the public at large.

May represent the DPD at evening meetings.

Assists DPD staff in the preparation and presentation of neighborhood plans, topical, and other planning efforts to support the implementation of the Lowell Comprehensive Master Plan.

Assists in the data gathering and analysis as assigned in support of the development of DPD projects, reports, and grant proposals.

May support an interactive website for the exchange of information and resources associated with various development projects.

Prepares maps, images, charts, and other graphics in support of various planning projects, using assorted GIS and graphic design software packages.

Organizes and advertises public meetings associated with various planning projects.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Urban Planning, Public Administration, Political Science or related field from a four-year college or university is required. One to two years related experience and/or training; or equivalent combination of education and experience.

Proficiency with various computer programs including photo-editing, layout, illustration, graphic design, and word processing programs. Familiarity with GIS is desired.

Good oral and written communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ November 8, 2016. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer